

Procedure for Sponsors

A. Login to www.fundraisingmagazines.com

- Login – User name
- Password

B. Click on Step 2 – Create Email List

Option 1 – You may send an email to each participant to join the fundraising event

1. Add user name
2. Add user full name
3. Add user email
4. Save contact

****if emails are not available use Option 2****

C. Click on Step 2

1. Check all emails addresses to be sent – if all check top box
2. Click and send notification email at bottom of page
3. Select campaign notification email (add any text into the body, DO NOT delete any text).
4. Click review email
5. Click and send

Option 2 – Create paper instruction sheet with the following instructions:

1. Instruct participant to enter address
[www.fundraisingmagazines.com/\(organizations name\)](http://www.fundraisingmagazines.com/(organizations name))
****provided by the Superior Plan****
2. They will be able then to register and automatically join the group.
3. Instruct participant to email 10 or more friends & relatives asking for support through the site.

D. In one week repeat Step 2 for all unregistered members.

E. Send additional emails “Special Note from Sponsor” to encourage member participation.